Article 1. The following By-Laws and Operating Procedures (hereinafter, the “By-Laws”) will govern the operations of the Treasury Tribal Advisory Committee, (the “TTAC”), whose funding and administrative support will be provided by the U.S. Department of the Treasury (the “Department”).


Article 3. Authority. Tribal General Welfare Exclusion Act of 2014, Public Law 113-168 (the “TGWEA”). The TTAC is subject to the provisions of the Federal Advisory Committee Act (FACA), as amended, 5 U.S.C. App. 2. unless the exemption in 2 U.S.C. §1534(b) applies. In the event that an exemption is granted, all bylaw provisions that incorporate mandatory FACA provisions shall be automatically deemed null and void.

Article 4. Mission. The mission of the TTAC is to advise the Secretary of the Treasury on all matters relating to the taxation of Indians, and to perform such other tasks required and assumed under the TGWEA.

4.1. Important Relationship. The TTAC will be guided in fulfilling its mission by the unique legal and historic relationship between Indian tribal governments and the United States. In addressing issues of taxation, the TTAC will be guided by tribal sovereignty, the treaty obligations to Indian nations, the trust relationship, the importance of economic development to the long-term success of tribal governments, and to the unique laws, culture and traditions that affect self-determination and self-governance.

4.2. Not Substitute for Tribal Consultation. The TTAC is not a substitute for consultation between the federal government and Indian tribal governments under applicable law including Executive Order 13175.

4.3. Subcommittee(s). The TTAC may establish, appoint, and convene subcommittees to support the mission of the TTAC.

   (1) Purpose. The TTAC must establish a clear mission, purpose, objectives, procedures, discretion to have ad hoc members, and/or tasks for the subcommittee(s).

   (2) Membership. The TTAC shall appoint membership. Each subcommittee shall be comprised of a minimum of three (3)
members and no more than seven (7) members, one of whom shall be an TTAC member who will, also, chair the subcommittee. If more than one (1) TTAC member is assigned to a subcommittee a vote for the chair between the TTAC members will convene. In the event of non-consensus, the Chairperson of the TTAC shall designate one of the TTAC members serving as chairperson of the subcommittee. Any member must comply with Article 5.3 Conflict of Interests to serve on a subcommittee.

1. **Ad Hoc Membership.** From time to time the TTAC may allow ad hoc membership on a subcommittee. Ad hoc members may participate in discussion of a specific topic, as necessary, and may not vote in subcommittee business. The TTAC may limit the number of ad hoc membership to ensure flow of business is not impeded.

3) **Duration.** Subcommittees are intended to operate for a duration specified by the TTAC. A subcommittee’s term, however, may be extended by a majority vote of the TTAC. If no extension is granted, the subcommittee will be dissolved.

4) **Reports.** Subcommittees shall report to a quorum of the TTAC their findings, reports, or recommendations. Subcommittees may update a working meeting of the TTAC in the event a quorum is not established, however this will not be considered an official report to the TTAC.

5) **Records.** The chairperson of the subcommittee will ensure appropriate records of the subcommittee are taken at every meeting and coordinate with the Designated Federal Officer (DFO) on relevant FACA requirements as required by law.

4.4. **Annual Report.** TTAC shall report and provide its advice and recommendation to the Secretary of the Treasury at an in person meeting at least once a year.

**Article 5. Membership, Designation and Terms in Office.**

5.1. **Membership.** The TTAC shall consist of seven (7) appointed members in accordance with the provisions set forth in TGWEA (Public Law 113-168).

   1) Three (3) members shall be appointed by the Secretary of the Treasury.
   2) One (1) member shall be appointed by the Chairman, and one (1) member appointed by the Ranking Member of the Committee on Ways and Means of the House of Representatives.
   3) One (1) member shall be appointed by the Chairman, and one (1) member appointed by the Ranking Member of the Committee on Finance of the Senate.
5.2. **Membership Terms.** The membership terms of the TTAC members will last four (4) years, except for the initial appointments made by the Secretary which shall last two (2) years for the purpose of staggering terms going forward. All appointment terms commence from the date of the first public meeting.

(1) The Department shall keep a public list of the following for each TTAC member:
   1. Member name; and
   2. Appointing authority; and
   3. Term duration; and
   4. Term expiration; and
   5. Number of times, if any, reappointed to the Committee.

5.3. **Member Responsibilities.**

(1) **Attend Meetings.** TTAC members should make every effort to participate in all in-person and webinar/phone TTAC meetings. A TTAC member may join a regular meeting by electronic means, but may not do so consecutively.

(2) **Subcommittees.** TTAC members may be members of subcommittees formed by the TTAC.

(3) **Engagement.** TTAC members have a responsibility to stay informed on important issues in Indian Country including, but not limited to, receiving and reporting comments as a result of public engagement.

5.4. **Vacancy and Replacement Recommendation.**

(1) **Vacancy.** When a vacancy occurs for a TTAC Member for such reasons as death, resignation, loss of appointment, and similar, the DFO shall verify the vacancy by timely contacting the individual; and then sending an appropriate notice to the Department and the designating authority requesting that a replacement be designated to complete the vacant position’s term.

(2) **Vote of No Confidence.** A vote of no confidence may be initiated against a TTAC member for the following items:

   1. **Absenteeism.** If a TTAC member does not participate in three (3) consecutive TTAC regular meetings in-person or by electronic means, then any other TTAC member may make a motion of no confidence against the member in question at a regularly scheduled meeting.

   2. **Conflicts of Interests.** If a TTAC member does not disclose conflicts of interests and/or is found to be violating relevant conflict of interest provisions, then any other TTAC member
may make a motion of no confidence against the member in question at a regularly scheduled meeting.

a. If the vote of no confidence passes then;
   i. The Chairperson and the DFO will send a letter, no more than thirty (30) calendar days after the vote, to the appointing authority of their appointment’s delinquency.
   ii. The letter may include a replacement recommendation in accordance with Section 5.4.(3)

(3) **Replacement Recommendation.** If a delinquent TTAC member is the subject of a passing motion of no confidence the other TTAC members may, on a motion requiring two-thirds (2/3) majority voting in favor, recommend the appropriate authority remove the delinquent TTAC member pursuant to applicable law.

(4) **Absences and Information Meetings.** Working group meetings, pre-meetings, and other informal meetings where no action is taken do not count toward the three (3) consecutive meetings. An excused absence for a regular meeting counts toward a consecutive absence.

5.5. **Conflicts of Interest.**

1. **Committee Members.** Any individual proposed for or appointed to serve as a member of the TTAC shall inform the Department of the individual's conflicts of interest, if any, that are relevant and/or may be perceived as influencing the functions to be performed.
   1. **Department Review.** The DFO will coordinate with the Department to review any conflicts of interests that arise concerning TTAC members reported by any party.
   2. **Annual Review.** The Department will review the compliance of TTAC members’ conflict of interests, annually, or as circumstances change.

2. **Support Organizations.** Any organizations designated as a support organization shall inform the Department of the organization’s conflict of interest, if any, that are relevant and/or may be perceived as influencing the functions to be performed.

3. **Technical Advisors.** Any individual designated as a technical advisor shall inform the Department of the individual’s conflicts of interest, if any, that are relevant and/or may be perceived as influencing the functions to be performed.
(4) **Subcommittee Members.** Any individual designated as a subcommittee member shall inform the Department of the individual’s conflicts of interest, if any, that are relevant and/or may be perceived as influencing the functions to be performed.

(5) **Remedy.** The TTAC members shall review the conflicts of interests, if any, for support organizations, technical advisors, and subcommittee members and ensure it does not violate applicable ethics considerations. The Committee may recommend further ethics consideration for review by the Department.

5.6. **Federal Membership.** The Department, through the DFO, will make every effort to:

1. **Organize** and assign adequate personnel to organize TTAC meetings with the Chairperson and DFO’s recommendation.
2. **Identify** key decision makers and stakeholders from the Department and/or other agencies to attend the TTAC meetings and provide additive input.
3. **Provide** appropriate information and data as requested by the TTAC in accordance with applicable law.
4. **Assist** the TTAC, when requested, to provide support to TTAC on drafting of advice, technical support, opinions, and other relevant documentation.

**Article 6. Officials of the TTAC and Supporting Organization.**

6.1. **Chairperson.** The Chairperson of the TTAC shall be designated to perform the duties specified in the Charter and the By-Laws.

1. **Duties of the Chairperson.** The Chairperson shall preside at all meetings of the TTAC, shall be an ex-officio member of all subcommittees, and shall be entitled to vote at all meetings of the TTAC and of all its subcommittees.
   1. **Terms of the Chairperson.** The Chairperson shall serve two (2) year terms.
   2. **Election of the Chairperson.** The Chairperson shall be elected by a majority vote of TTAC members provided a quorum is satisfied.
   3. **Consecutive Terms of the Chairperson.** The Chairperson, being in good standing, may serve multiple consecutive terms.
      a. **Definition.** Good standing means a member who is not subject to a misconduct inquiry and is in compliance with the provisions of Article 5.3, Article 5.5, and any other applicable rules regulating a member’s conduct.
4. **Vacancy, Expired Term, and Voluntary Re-Designation.** In the event of a Vacancy, Expired Term, and Voluntary Re-Designation of the Chairperson a special meeting will be called to appoint another TTAC member to fill their seat, by a majority vote of the TTAC members, until the original term is expired. After which, normal election proceedings will fill their seat.

5. **Administrative Functions.** The Chairperson, in coordination with the DFO of the TTAC, shall;
   a. Notify members of the time and place for each meeting
   b. Maintain the roll of the TTAC
   c. Prepare the minutes of all meetings of the TTAC and its subcommittees, as required by FACA
   d. Attend to official correspondence
   e. Maintain official TTAC records, including subcommittee records; if any; as required by law
   f. Oversee a webpage for the TTAC
   g. Oversee preparation of all reports, except those required by section 6 of FACA, including the annual report of the TTAC required to be submitted to the General Services Administration under the FACA regulations
   h. Request, from time to time, the supporting organization to invite additional technical experts as needed.

6.2. **Vice-Chairperson.** The Vice-Chairperson of the TTAC shall be designated to perform the duties specified in the Charter and the By-Laws.

   (1) **Duties of the Vice-Chairperson.** The Vice-Chairperson in the absence of the Chairperson of the TTAC shall preside at all meetings of the TTAC; shall be an ex-officio member of all subcommittees, and shall be entitled to vote at all meetings of the TTAC and of all its subcommittees.
   1. **Terms of the Vice-Chairperson.** The Vice-Chairperson shall serve two (2) year terms.
   2. **Election of the Vice-Chairperson.** The Vice-Chairperson shall be elected by a majority vote of TTAC members provided a quorum is satisfied.
   3. **Consecutive Terms of the Vice-Chairperson.** The Vice-Chairperson, being in good standing, may serve multiple consecutive terms.
      a. **Definition.** Follows 6.1(1)3a.
   4. **Vacancy, Expired Term, and Voluntary Re-Designation.** In the event of a Vacancy, Expired Term, and Voluntary Re-Designation of the Vice-Chairperson a special meeting will be called to appoint another TTAC member to fill their seat, by a majority vote of the TTAC members, until the original term is expired.
expired. After which, normal election proceedings will fill their seat.

6.3. **Designated Federal Officer (DFO).** The DFO is designated by the Department and serves as the Department’s agent for matters related to the TTAC activities.

(1) **Duties of the DFO.** The DFO shall call all meetings of the TTAC to order, attend all meetings of the TTAC, and adjourn all meetings of the TTAC when he or she determines such adjournment is in the public interest.

1. **Adequate Support Staff.** The DFO is responsible for providing adequate staff support to the TTAC.

2. **Administrative Functions.** The DFO, in coordination with the Chairperson of the TTAC, shall:
   a. Notify Members of the time and place for each meeting
   b. Maintain the roll of the TTAC
   c. Prepare the minutes of all meetings of the TTAC and its subcommittees, as required by FACA
   d. Attend to official correspondence
   e. Maintain official TTAC records, including subcommittee records, if any, as required by law
   f. Maintain a webpage for the TTAC
   g. Coordinate with the Department to collect, validate, and pay all vouchers for pre-approved expenditures of the TTAC as authorized by law
   h. Preparing and handling all reports, except those required by section 6 of FACA, including the annual report of the TTAC required to be submitted to the General Services Administration under the FACA regulations.

6.4. **Support Staff.** The DFO in consultation with the Department may determine additional staff necessary from the Department that may be available to the DFO to provide adequate staff support for the TTAC.

6.5. **Supporting Organization.** The TTAC may designate a supporting organization to provide technical, organizational, and administrative assistance.

(1) **Requires Motion.** Nomination of a supporting organization requires a formal motion by a TTAC member and a second by another TTAC member.

(2) **Review.** The Committee will review the qualifications of the support organization during the discussion portion of the motion process.

(3) **Voting Process.** A motion passes if a simple majority of the TTAC members, including the Chairperson then serving or the Vice-
Chairperson if acting on behalf of the Chairperson, vote in favor of the nomination.

(4) **Recording.** The nomination will be recorded by the Chairperson and the DFO in the meeting minutes and notice of their selection forwarded to the Department.

(5) **Contracting.** The TTAC may request the Department to initiate contracting procedures to formalize the relationship of the supporting organization.

6.6. **Technical Advisor(s).** TTAC members may designate technical advisor(s) to provide expert advice subject to the following provisions:

(1) **TTAC members Technical Advisor(s).** Individual TTAC members may nominate individual or organizational technical advisor(s) that serve to provide technical assistance to the individual TTAC member.

(2) **Restrictions.** Technical advisor(s), in any capacity, may not otherwise impede or delay or assume any responsibilities of the Committee and/or individual TTAC members. They may not receive proxy or delegation of authority in any circumstances.

(3) **Requires Notice.** The TTAC member proposing the technical advisor(s) must inform the Chairperson, who will disburse to each TTAC member, in writing the following:
   1. Purpose of required technical assistance; and
   2. Name of individual(s) designated; and
   3. Employment Affiliation; and
   4. Curriculum vitae (CV) or Resume; and
   5. Any conflicts of interests, if any, that are relevant to the duties to be performed, and/or that may conflict with applicable law.

(4) **Review.** The Committee will review the proposal and discuss any questions and/or comments about the proposed technical advisor(s) during the discussion portion of the motion process.

(5) **Approval.** The TTAC members shall vote at a regular meeting to approve technical advisors by the following:
   1. **Motion.** Requires motion to approve the proposal by the TTAC member proposing the technical advisor(s). No second is necessary.
   2. **Vote.** A simple majority vote is required in accordance with Section 8.

**Article 7. Meetings.**
7.1. **Regular Meetings.** The TTAC shall meet at regular intervals as necessary to carry out its mission.

1. **Meeting Intervals.** The TTAC will meet at least three times per year, in Washington D.C. or at an alternate location decided upon at a regularly scheduled meeting through the motion and voting process.

2. **Meeting Notice.** The Department will publish a notice of each meeting in the Federal Register at least fifteen (15) calendar days before the meeting and include the following:
   1. Name of Committee; and
   2. Time; date; location; and duration; and
   3. Purpose of the meeting; and
   4. Summary of the agenda and/or topics to be discussed; and
   5. Statements as to whether all or part of the meeting will be open to the public and, if any part is closed, a statement as to why, citing specific statutory provisions that serves as a basis for closure; and
   6. The name and telephone number of the DFO and/or other Treasury designee who may be contacted for additional information concerning the meeting.

3. **Official Meetings.** An official meeting of the TTAC is met by:
   1. A quorum of the TTAC members, including the Chairperson of the TTAC or the Vice-Chairperson if acting on behalf of the Chairperson.

4. **Meeting Materials.** The DFO, in coordination with the Chairperson of the TTAC, will make every effort to forward meeting materials at least fifteen (15) calendar days in advance of a meeting.

5. **Open Meetings.** Unless determined in advance, all meetings of the TTAC will be open to the public either in person or via electronic means, subject to the following:
   1. **Procedure.** An open meeting once opened by the DFO cannot be closed for any reason.
   2. **Confidentiality.** If, during the course of an open meeting has begun, matters inappropriate for public disclosure arise during discussion, the Chairperson and/or DFO will order discussion to stop and will schedule the matter for closed session in accordance with FACA.
   3. **Public Materials.** All materials presented to the TTAC during an open meeting will be made available to the public for review during the meeting and following certification of the
meeting minutes provided in a reasonable time.

4. **Oral Comments.** Oral comments may be accepted at an open meeting at the discretion of the Chairperson. Notice of oral comments being accepted or not accepted at a meeting must be included in the publication of the meeting notice in the Federal Register.

5. **Formal Written Statements.** Members of the public may submit written statements to the TTAC at any time using the appropriate Department correspondence and/or directly to a TTAC member as a part of engagement responsibilities. The TTAC member will distribute the comments to the Committee and Department in a timely fashion. The TTAC will have thirty (30) calendar days to respond with an acknowledgement to written formal statements. The Committee will consider comments at the subsequent regular official meeting. Oral comments may be received at the designated time during a public meeting.

   a. **Deadline.** In order to be considered at the next regular official meeting a formal written statement must be submitted at least fifteen (15) calendar days in advance.

(6) **Closed Meetings.** The TTAC may decide it is best to have a fully closed meeting. All or parts of meetings with the TTAC may be closed in accordance with applicable law.

   1. **Procedure.** Requests for closed meetings must be submitted by the DFO to the Department, at least thirty (30) calendar days in advance of the publication of the meeting notice in the Federal Register.

   2. **Certification.** The Office of General Counsel shall review the request and ensure it is consistent with applicable law.

   3. **Notice.** The Federal Register notice must include information on the closure of the meeting.

   4. **Comments.** Members of the public may submit written statements to the TTAC at any time using the appropriate Department correspondence and/or directly to a TTAC member as a part of engagement responsibilities. The TTAC member will distribute the comments to the Committee in a timely fashion. The TTAC will have thirty (30) calendar days to respond to written comments.

(7) **Duration.** TTAC meetings may vary in duration.

   1. Generally meetings may be held over two (2) consecutive days, unless otherwise agreed in advance, and are open to public observance, with one day dedicated to administrative
items and one day dedicated to the official meeting.

(8) **Agenda.** The DFO in coordination with the Chairperson will approve the agenda for all meetings.

1. The DFO will work with the Department to distribute the agenda to the TTAC members prior to each meeting.

2. The Agenda will be published along with notice of the meeting in the Federal Register at least fifteen (15) calendar days in advance of the scheduled meeting.

3. Items for the agenda may be submitted to the DFO and/or the Chairperson by a TTAC member.

(9) **Minutes and Records.** The DFO will prepare minutes of each meeting and will distribute copies to each TTAC members within thirty (30) calendar days after the meeting.

1. **Minutes Components.** The minutes will include a record of the following:
   a. A record of the persons present including;
      i. TTAC Members
      ii. Department Staff (DFO, support staff, etc.)
      iii. Technical Advisor(s)
      iv. Names, Titles, and Organization names of members of the public from whom written or oral presentation were made.
   b. Complete and accurate description of the matters discussed including;
      i. Agenda Items and their discussion and conclusions if any;
      ii. Copies of all reports, letters, correspondence received by the Committee
      iii. All motions, seconds to motions, and votes including their outcome and the votes of individual TTAC members if applicable.

2. **Review of Minutes.** The Chairperson in coordination with all other TTAC members will review the minutes prepared by the DFO and provide necessary updates and concurrence. They will be available to the public within ninety (90) calendar days after a meeting and certified and approved at the next scheduled meeting.

3. **Certification.** The Chairperson will provide certification of the minutes to the DFO to prepare for administrative approval at next meeting.
4. **Approval of Minutes.** The minutes of the previous meeting will be approved at the beginning of the next TTAC meeting and adopted for official record.

5. **Availability of Minutes.** Minutes of open and/or closed meetings will also be available to the public, upon request, subject to the withholding of matters about which public disclosure would be harmful to the interest of the Government, industry, or other, and which are exempt from disclosure under the Freedom of Information Act (FOIA) and/or the Indian Self Determination Act, Education, and Assistance Act, 25 U.S.C. § 450, et. seq. pertaining to proprietary information of a tribe or tribal organization.

(10) **Seating.** The DFO in coordination with the Chairperson will provide a seating chart in advance of the meetings and a copy will be submitted with the minutes.

(11) **Forum.** The TTAC may hold forums to receive testimony or oral comments, recommendations, and expressions of concern from Federal Agencies, Tribal Officials, and other members of the public.

1. **Procedure.** Any TTAC member may request a forum on a particular issue. Forums may be in an open or closed format in accordance with FACA and the standards in these bylaws.
   
a. **Proposed Agenda.** The requesting TTAC member will provide a proposed agenda.
   
b. **Motion to Hold Forum.** A TTAC member must motion to hold the forum and another TTAC member must second the motion. The voting is a simple vote and follows the motion and vote procedures outlined in the by-laws.
   
c. **Chairperson.** The Chairperson of the TTAC may specify reasonable guidelines and procedures for conducting orderly hearings including:
      
i. Requirements for submitting requests to testify
      
ii. Advance written testimony
      
iii. Limitations on number of persons who may testify
      
iv. Testimony duration
      
v. Other items as appropriate

(12) **Activities Not Subject to Notice and Open Meeting Requirements.**

1. **Preparatory Work.** Preparatory work, including engagement
with the public and agencies, between two or more TTAC members in preparation for an official meeting or to draft position papers for the Committee is not subject to provisions 7.1(2) Meeting Notice and 7.1(4) Open Meetings of these bylaws.

2. Administrative Work. Administrative work between two or more TTAC members convened solely to discuss administrative matters of the TTAC or to receive administrative information a Federal officer or agency is not subject to provisions 7.1(2) Meeting Notice and 7.1(4) Open Meetings of these bylaws.

Article 8. Committee Action and Procedure.

8.1. Official Action. The business and affairs of the TTAC shall be conducted as a committee. Individual members of the TTAC are not authorized to bind or speak for the committee except as to issues or matters expressly delegated by official motion.

8.2. Quorum. A quorum will be determined by a simple majority of the TTAC members being present, including the Chairperson and/or Vice-Chairperson.

(1) Working Meeting. The TTAC may meet for informal business if a quorum is not established, but no action will be taken.

8.3. Motions. Any TTAC member may bring a motion to the floor after receiving the floor from the Chairperson.

(1) Second to Motions. Any motion brought to the floor must be seconded.

1. Exception. Motion for approval of technical advisor(s) does not require a second and can move to restatement by the Chairperson.

2. No Second. A motion dies if there is no second to the motion.

(2) Restatement. After a motion is seconded the Chairperson will restate the motion for the Committee.

(3) Discussion. The TTAC members will discuss the motion.

(4) Voting. The Chairperson will call the motion to a vote using any format outlined in Section 8.4(1).

8.4. Voting. Voting is restricted to the TTAC members. Each TTAC member receives one (1) vote. The Chairperson and the Vice-Chairperson shall vote.

(1) Types of Votes. A vote may be either:

1. Acclamation
a. A voice vote of those in agreement say “aye” and those opposed say “nay.”

2. Secret Ballot
   a. Members write their votes on identical sized paper, collected by the DFO, and the Chairperson counts the votes.

3. Secret Roll Call Ballot
   a. Members write their votes on identical sized paper, signs the vote, then the votes are collected by the DFO, and the Chairperson counts the votes.

4. Roll Call
   a. Members verbally respond one at a time to the Chairperson.

(2) Abstention. A TTAC member may abstain from the vote only when there exists a conflict of interest:
   1. Their abstention is noted in the minutes
   2. Their presence at the meeting is recorded for purposes of a quorum

(3) Passing Votes. A vote passes if:
   1. Simple Vote. Provided a quorum is established, a vote passes if a majority of the TTAC members agree.
   2. Votes to Amend the By-Laws. Requires a two-thirds (2/3) vote of the TTAC members.
      a. If a vote to amend the by-laws is passed the DFO and the Chairperson will send a copy of the amended by-laws to the Department
   3. Votes of No Confidence. Requires a majority of the TTAC Members.
      a. If a vote of no confidence for a TTAC member passes a vote to recommend replacement requires a two-thirds (2/3) vote of the TTAC members.

(4) Actions/Result. The Chairperson will announce the outcome of the vote any follow up items to be completed and/or formal recommendations to send to the Department.

(5) Recording. All motions and seconds and vote outcomes must be recorded in the minutes.

Article 9. Records.

9.1. All documents, reports and other materials prepared by or submitted to the Committee constitute official government records and must be maintained and made publicly available in accordance with applicable law except:

   (1) Matters about which public disclosure would be harmful to the interest of the Government, industry, or other, and which are exempt
from disclosure under the Freedom of Information Act (FOIA); and


**Article 10. Budget and Expense Reimbursement.**

10.1. **Expenditure Request.** The TTAC in coordination with the Department will submit an expenditure request and justifications each fiscal year to ensure timely and effective implementation of the TTAC mission using the TTAC Charter as guidance.

10.2. **Expenses.** Support services and operating costs of the TTAC shall be provided by the Department.

10.3. **Travel Expenses.** TTAC Members will receive no compensation from the U.S. Government for their services on the TTAC, but such members, while engaged in the performance of their duties away from their homes or regular places of business, may be allowed travel expenses, including per diem, as authorized by section 5703 of Title 5, United States Code, for persons employed intermittently in the Government service.

**Article 11. Amendment(s).**

11.1. Amendment(s) may be made from time to time at a regularly scheduled meeting.

(1) **Requires Motion.** Amendment(s) requires a formal motion by a TTAC member.

(2) **Voting Process.** A motion passes if two-thirds (2/3) of the TTAC members, including the Chairperson then serving or the Vice-Chairperson if acting on behalf of the Chairperson, vote in favor of the amendment(s).

(3) **Recording.** The amendment(s) will be recorded by the Chairperson and the DFO in the meeting minutes and only passing amendments will be forwarded to the Department.

**Article 12. Approval.**

__________________       __________________
Lacey Horn       Treasury Official
TTAC Chairperson

__________________      __________________
Date (09/18/2019)       Date (__/__/____)